

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Communications  
**Section/Unit:** Printing & Multi-Media Services Section  
**Schedule Use:** Department-Wide  
**Schedule No.:** 78-308      **Admin.Chg. Date:** 10-15-97  
**Record Series Title:** PRINTING UNIT JOB JACKET FILES  
**Description:** Documents relating to processing data; and sample of each printing job.

Included are: work orders, production and cost records, and similar or related processing data.

**File Arrangement:** Chronologically by date; or, alphabetically.

**Retention/Disposition Instructions:**

Cut off file at end of each fiscal year; hold in current files area 2 years; then destroy.

**Confidential:** No-Open Record

**Supersedes:** 78-308 (approved 12-14-78)

M97-251

(78-308.OSS)

910922-02

**RECORDS RETENTION SCHEDULE NOTIFICATION  
(ADMINISTRATIVE CHANGE OR DELETION)**

TO DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING *M 97-251*  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT SERVICES UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE 9-8-97
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SERIES TITLE  
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE) <i>10-15-97</i>
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNOR ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SHCEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

*SWC 12/2/97*

\* ~~78-290~~, 78-300, 78-306, 78-307 AND 78-308.

DHR RECORDS MANAGEMENT OFFICER APPROVAL <i>Gerald Poe</i>	DATE: 9-8-97
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DEPT. OF ARCHIVES AND HISTORY APPROVAL <i>Peter Elders</i>	DATE: <i>12/2/97</i>
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